

FY 1963

RECORDS ON HAND AND RECORDS DESTROYED IN OFFICES

(Cubic Feet)

<u>Component</u>	<u>1962</u>	<u>1963</u>	<u>% Change</u>	<u>Destroyed</u>
DD/R	(Not in existence)	522.7	- - - -	- - - -
OSA	(Was part of DDP)	861.5	- - - -	- - - - 43.0
TOTALS	- - - -	1384.	- - - -	- - - - 43.0

25 YEAR RE-REVIEW

RECORDS

? cu. ft. of records
on hand 1 July 1962

526.9 cu. ft. of records
on hand 30 June 1963

? cu. ft. destroyed during
FY 1963. (Do not include
those destroyed by the
Records Center.)

EQUIPMENT

<u>Type</u>	<u>Number</u>
Safes	
4-drawer	52
5-drawer	2
2-drawer	57
Cabinets	
5-drawer	2
4-drawer	2
card sizes (3x5, 5x8, IBM, etc.)	
Map cases	1
Other (exclude shelf filing)	
Book Cases -	51 UNITS
PLANFile -	

Area Records Officer

TO :
FROM : CIA Records Administration Officer
SUBJECT: Annual Report of Records Holdings and Equipment Inventory

1. This is a reminder of the need for a report of your records holdings and amount of records destroyed during the past fiscal year. In addition, an inventory of filing equipment is requested.
2. The statistical data will enable us to measure the effectiveness of the Records Management Program in the Agency and will provide the basic information for my report to the National Archives and Records Services, GSA.
3. Your findings may be recorded below and transmitted to my office by 16 August 1963. If you have any difficulty in meeting this deadline, please call me.

STATINTL

RECORDS

<u>1000.5</u>	cu. ft. of records on hand 1 July 1962 1961
<u>861.5</u>	cu. ft. of records on hand 30 June 1963
<u>43.0</u>	cu. ft. destroyed during FY 1963. (Do not include those destroyed by the Records Center.)

EQUIPMENT

<u>Type</u>	<u>Number</u>
Safes	
4-drawer	105
5-drawer	
2-drawer	73
8-drawer (Tab)	2
Cabinets	
5-drawer	8
4-drawer	
card sizes (3x5, 5x8, 10M, etc.)	
(3x5)	4
Map cases	2
Other (exclude shelf filing)	
1 Cardex	

STATINTL

Area Records Officer
OSA/DDS&T